

PERFORMANCE WORK STATEMENT (PWS)

Contract Number: EP-C-08-010

Work Assignment Number 03-01

Title: 9th Annual Drinking Water Workshop

Scope of Work Reference: Task 2.4

Period of Performance: Date of Issuance through Nov. 30, 2012

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1. BACKGROUND

In October 2001, EPA Administrator, Christine Todd Whitman, announced an initiative for additional research and development for cost-effective technologies to help small systems meet the new arsenic standard set at 0.010 mg/L and to provide technical assistance to operators of small systems to reduce compliance costs. As part of this initiative to assist small community water systems (< 10,000 customers) in complying with the new standard, EPA's Office of Research and Development (ORD) conducted a

series of 50 full-scale, long-term, on-site demonstrations of arsenic removal technologies; Round 1 (12 projects), Round 2 (28 projects) and Round 2a (10 projects).

To provide information to the interested stakeholders (State agencies, water utilities, and engineering firms) on the results of the arsenic treatment technology demonstration program, ORD began an annual series of workshops (2004-05-06) that showcased the arsenic demonstration program. The titles of these three Workshops are as follows:

2004 Workshop on the Design and Operation of Adsorptive Media Processes for the Removal of Arsenic from Drinking Water.

2005 Workshop on Arsenic Removal from Drinking Water.

2006 Workshop on EPA's Arsenic Removal Demonstration Program: Results and Lessons Learned.

These three workshops, although open to all parties having an interest in arsenic technology, were developed primarily for the State's Drinking Water staff responsible for compliance and enforcement of the revised arsenic regulation. Attendance by State personnel was in the 50 - 60 range with the total attendance around 150. The workshops were co-sponsored by the Office of Ground Water and Drinking Water (OGWDW), Office of Water (OW) who has the overall federal responsibility for the compliance of the arsenic regulation.

Because of the successfulness of the past Workshops and the interest of the OGWDW and State attendees to have the workshop provide information on other drinking water contaminants and issues, the topics of the last four workshops (2007, 2008, 2009, 2010, 2011) included technical sessions on a variety of other drinking water contaminants in addition to arsenic, such as radium, uranium, lead, copper, nitrate perchlorate, iron and manganese all small system problems. The last three workshops were also co-sponsored by the Association of Safe Drinking Water Administrators (ASDWA). The titles of the past three Workshops are as follows:

2007 U.S. EPA Workshop on Inorganic Contaminant Issues.

2008 Fifth Annual USEPA Drinking Water Workshop: Treatment and Distribution System Compliance Challenges.

2009 Sixth Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Challenges and Solutions.

2010 Seventh Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Compliance Strategies.

2011 Seventh Annual USEPA Drinking Water Workshop: Small Drinking Water Systems; Compliance Strategies.

2. PURPOSE

The purpose of this Work Assignment is for the Contractor to provide logistic and technical support for the preparation and conducting of the EPA ninth annual drinking water workshop (2-1/2 days) to be held in Cincinnati, OH either the week of August 12,

2012. The primary goal of this workshop is to provide information to employees of the State drinking water programs who have the compliance responsibilities for the drinking water regulations and related drinking water issues and problems. The Workshop will again be co-sponsored by the OGWDW, OW and ASDWA who will provide advice and recommendations on the Workshop agenda.

3. SCOPE OF WORK

This performance work statement describes EPA requirements regarding services to be rendered by the contractor for the 9th Annual Drinking Water Workshop. The contractor shall make all necessary arrangements to hold a 2-1/2 day workshop during either the week of August 12, 2014 in Cincinnati, OH. The workshop arrangements shall include the following;

Task 1. Workshop Arrangements

1. Provide for meeting rooms for the workshop as follows:

1st Day (Tuesday):

- a) - One general meeting room to accommodate up to 165 people classroom style (Full Day).
- b) - One general meeting room to accommodate up to 50 people classroom style (Half day - Afternoon)

2nd Day (Wednesday):

- a) - One general meeting room to accommodate up to 165 people classroom style (Full Day).
- b) - One general meeting room to accommodate up to 50 people classroom style (Half Day)
- c) - Four small meeting areas for discussion groups (Half Day)

3rd Day (Thursday)

- a) - One general meeting room to accommodate up to 165 people classroom style (Half Day - Morning).

- 2. Provide for space and supplies for 15 posters for 1st and 2nd day.
- 3. Arrange for all necessary audio/visual equipment for all meeting rooms.
- 4. Arrange a block of sleeping rooms for participants. Past Workshops have had around 190 attendees with approximately 100 from outside the Cincinnati area. Rooms will be needed for three nights.
- 5. Develop an announcement advertising the workshop to be delivered to the EPA WA COR for placement on the EPA ORD drinking water web site.
- 6. Provide registration services that attendees can use either by direct mail or e-mail.
- 7. Provide support services to speakers and session moderators before and during workshop. Example of services would include answering questions, and training in use of audio/visual equipment.
- 8. Provide a workbook for all attendees containing agenda, list of speakers, attendees and copies of presentations (Power Point (PPT) slides)

9. Provide all workshop support services during the two day workshop. Support services would include staffing of registration desk, passing out workbooks, maintaining registration list, preparation of name tags, answering attendees' questions, assisting poster presenters, working with hotel personnel on workshop needs.

Task 2. Workshop Agenda and Speakers.

1. The contractor shall develop a draft proposed workshop agenda for review by the EPA WA COR. The agenda shall be based upon a list of drinking water topics provided by the EPA WA COR. After receiving the EPA WA COR comments, a final workshop agenda shall be developed. After approval of the agenda by the EPA WA COR, presentations that can be made by EPA personnel will be provided by the EPA WA COR for use by the contractor in developing the list of speakers. Speakers for all non-EPA presentation shall be the responsibility of the contractor. The minimum qualification of the non-EPA speakers will be provided by the EPA WA COR. It is anticipated that approximately 15 non-federal speakers will be required. Because the workshop is an EPA/OGWDW drinking water sponsored workshop where research and regulatory information will be included in the program, session moderators will be from these two EPA offices and the names provided to the contractor by the EPA WA COR.
2. The contractor shall prepare a Workshop proposed agenda and registration form to be delivered to the EPA WA COR for placement on the EPA ORD drinking water web site.

Task 3. CD of Presentations

Contractor shall provide to the WA COR 5 copies of a CD with all of the final power point presentations and support materials.

4. SCHEDULE OF DELIVERABLES

Work Plan due within 15 calendar days after receipt of work assignment

Task 1. Workshop Arrangements

1. The contractor shall select the meeting location and complete all required meeting place arrangements by April 16, 2012.
2. The contractor shall provide draft of the Workshop announcement for review by the EPA WA COR by May 14, 2012 and the final announcement by May 14, 2012 for posting by EPA on EPA ORD drinking water web site.
3. The contractor shall complete workbooks for attendees by August 6, 2012.

Task 2. Workshop Agenda and Speakers

1. The contractor shall provide the Workshop proposed agenda and registration form for placement on the EPA ORD drinking water web site by May 29, 2012.
2. The contractor shall contact and obtain speaker commitments by June 11, 2012.

Task 3. – CD of Presentations

Contractor shall provide a CD with all of the final power point presentations and support materials by November 30, 2012.

6. TRAVEL

“Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer prior to the travel. It is expected that the contractor will be requested to participate in a 2-1/2 day workshop in August, 2012, Cincinnati, OH.

7. EPA GREEN MEETING REQUIREMENTS

"When soliciting quotes or offers for meeting and conference services on behalf of the EPA, the contractor shall follow the contract EPAAR clause 1552.223-71, EPA Green Meetings and conferences. More information about EPA's Green Meetings initiative may be found on the internet at <http://www.epa.gov/oppt/greenmeetings/>."

7. ACCEPTANCE CRITERIA

Final products will be produced by the Contractor upon the EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

8. MANAGEMENT CONTROLS

Periodic meetings between the EPA and contractor staff are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO and the EPAWA COR or alternate EPA WA COR are the primary representatives of the Contracting Officer authorized to provide technical direction.